



611 N. Dunlap Avenue | Savoy, Illinois 61874 | Phone: (217) 359-5894 | Fax: (217) 359-0202 | www.savoy.illinois.gov

Parks and Recreation Department

Recreation Center

Job Description

Position: Program Manager

Reports to: Parks and Recreation Director

Salary: \$40,000 - \$45,000

How to Apply

Email a resume, cover letter, and three professional references to Parks and Recreation Director Nick McDuffee. Email: nick.mcduffee@savoy.illinois.gov. This position is open until filled. Applications will be reviewed as they are received.

General Purpose

Under the direction of the Parks and Recreation Director, the Program Manager is responsible for planning, organizing, and supervising a wide variety of recreational programs, and developing programs suited to meet the needs of the community. This position also assists in special event planning; including coordinating volunteers, staffing, and vendors to ensure the success of events. This is a salaried, full-time, and administrative exempt position.

Supervision Received

Works under the general guidance and direction of the Parks and Recreation Director.

Supervision Exercised

Manages and directs assigned camp and program staff.

Essential Duties and Responsibilities

The items below are illustrative, but not limited to, the position.

1. Plans, directs, maintains, and evaluates well-rounded recreation programs and special events suited to the needs of all interest levels, in accordance with health, safety and department guidelines.
2. Develop a comprehensive community recreation program that meets the needs of the residents.
3. Assists in the preparation and presentation of all program budgets to the Parks and Recreation Director, for inclusion in the overall department budget.
4. Prepares department's activity guide and brochures for programs.
5. Evaluates and makes recommendations for improvement of programs.



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6. Create and develop well-organized and successful events, building the department's brand by enhancing relationships within the community, securing revenue through sponsorships and advertising, and recruiting and coordinating volunteers and staff.
7. Assist in the hiring and training of new staff; ensure staff compliance with all Village policies and department rules; and conduct performance evaluations for all assigned staff.
8. Identifies opportunities for expanding special event calendar to meet the needs and interests of an ever-changing community.
9. With final approval from the Parks and Recreation Director, develop rules and procedures for the effective operation of programs including establishing goals; objectives; and priorities.
10. Administer and manage assigned contracts, as well as evaluate and recommend staffing needs, equipment, materials, and supplies.
11. Analyze program revenue and recommend fee changes.

Minimum Qualifications

- Bachelor's degree in Parks and Recreation Management, Sports Management, Leisure Studies, or related area field.
- A combination of education, training, and experience will be considered in lieu of a degree.
- Current Cardiopulmonary resuscitation (CPR) and First Aid Certification or the ability to obtain certification within thirty (30) days of hiring.
- Valid Illinois Driver's License

Preferred Qualifications

- Master's Degree in Parks and Recreation Management, Sports Management, or related area field.
- Certified Parks and Recreation Professional (CPRP).

Knowledge, Skills, and Abilities

- Knowledge of the full range of theories and principles accepted in the field of recreation management and the ability to apply such knowledge to meet the recreational needs of the center and the community.
- Ability to direct recreational activities and operations consistent with program and department goals.
- Knowledge of sound budgeting practices and ability assist with the preparation and administration of the department's budget.
- Knowledge of grant writing practices with ability to locate funding sources and prepare and submit applications.
- Skill in personnel management and the ability to successfully supervise and direct assigned staff.
- Ability to regularly work evening and weekend hours.
- Ability to work on several tasks at the same time and complete assignments effectively amidst frequent distractions and interruptions.
- Ability to work alone and with others in a team environment with minimum supervision, often under time pressure.



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- Ability to communicate effectively verbally and in writing.
- Ability to effectively meet and deal with the public.
- Ability to make decisions in accordance with established department rules and Village ordinances, regulations, and policies.
- Ability to follow written or verbal instruction accurately and precisely.
- Working knowledge of computers and electronic data processing.
- Ability to handle stressful situations.

Tools and Equipment Used

Employee will be expected to use standard office equipment including, but not limited to, phone systems; personal computers; multipurpose scanner copy-fax-scanner machine; and various sports equipment.

Physical Demands

While performing the duties of this job, the employee is frequently required to sit, talk, and hear. The employee is frequently required to stand, walk, and sit.

The employee must occasionally lift or move up to 25 pounds. Specific vision abilities required by this job include close vision and the ability to adjust focus.

Work Environment

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions. The noise level in the work environment is variable.

Disclaimer

The physical demand and work environment characteristics described here are representative of those an employee encounters while successfully performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

The position description does not constitute an employment agreement between the Village and employee and is subject to change as the needs of the Village and the requirements of the job change.

Examples of duties listed in the position description are intended only as illustrations of the various types of work performed. The omissions of specific statements of duties does not exclude them from the position if the work is similarly related or a logical assignment to the position.

Each employee's position description is maintained as part of their personnel file. Additional copies of position descriptions may be requested through the Department Head.